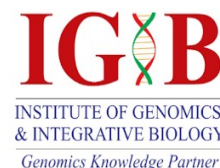




सीएसआईआर- जीनोमिकी और समवेत जीवविज्ञान संस्थान
CSIR- INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY
MALL ROAD, NEAR JUBILEE HALL, DELHI- 110007



विज्ञापन संख्या/Advt. No.: 02/2026

Dated: 27-07-2026

Start Date for Submission of Online Application:	27-07-2026 @10:00AM
Last Date for Submission of Online Application:	26-08-2026 @ 05:00 PM
Last date for Fee Submission Online (if applicable):	
Help Desk	recruit.igib@csir.res.in
Access Link	"Multi-Tasking Staff Advt. 2026" on https://www.igib.res.in under Opportunities → Permanent Positions Open

सीएसआईआर-आईजीआईबी के बारे में/ABOUT CSIR-IGIB

सीएसआईआर-इंस्टीट्यूट ऑफ जीनोमिक्स एंड इंटीग्रेटिव बायोलॉजी (आईजीआईबी) वैज्ञानिक और औद्योगिक अनुसंधान परिषद (सीएसआईआर) का एक प्रमुख संस्थान है, जो जीनोमिक्स, आणविक चिकित्सा, जैव सूचना विज्ञान और प्रोटीओमिक्स के क्षेत्रों में राष्ट्रीय महत्व के अनुसंधान में लगा हुआ है। अधिक जानकारी के लिए कृपया वेबसाइट <https://www.igib.res.in> देखें।

CSIR-Institute of Genomics & Integrative Biology (IGIB) is a premier Institute of Council of Scientific and Industrial Research (CSIR), engaged in research of national importance in the areas of genomics, molecular medicine, bioinformatics and proteomics. For more details, kindly refer to website <https://www.igib.res.in>.

सीएसआईआर-आईजीआईबी सीधी भर्ती के आधार पर Multi-Tasking Staff के रिक्त पद के लिए उपयुक्त रूप से योग्य, गतिशील, परिणाम-उन्मुख और समर्पित भारतीय नागरिकों से ऑनलाइन आवेदन आमंत्रित करता है:

CSIR-IGIB invites the online applications from suitably qualified, dynamic, result-oriented and dedicated Indian citizens for the vacant posts of Multi-Tasking Staff on direct recruitment basis:

पदनाम Designation & Post Code	पदों की संख्या व श्रेणी No. of Posts & Reservation	वेतन स्तर Pay Level	ऊपरी आयु सीमा (ऑनलाइन आवेदन जमा करने की अंतिम तिथि तक) से अधिक नहीं Upper Age Limit not exceeding (on the last date of submission of online application)
Multi-Tasking Staff & MTS-2601	02 (01 UR) (01 SC)	वेतन स्तर- 1 Pay Level- 1 Rs. 18,000-56,900/- Total 36,360/- *	25 वर्ष/year **

* दिल्ली में लागू एचआरए सहित न्यूनतम वेतनमान पर अनुमानित परिलब्धियां।

Approximate emoluments on minimum of scale including HRA applicable to Delhi.

** कृपया आयु सीमा और छूट कॉलम के अंतर्गत आयु छूट देखें।

Please see age relaxation under age limit and relaxation column.

पद का नाम: Multi-Tasking Staff (Post Code: MTS-2601)

Name of the post: Multi-Tasking Staff

पद का नाम Name of the Post	वेतन स्तर Pay Level	पदों की संख्या/आयु सीमा No. of posts/ Age Limit	आवश्यक शैक्षिक योग्यताएं Essential Educational Qualifications
Multi-Tasking Staff	Pay Level: 01 of 7 th CPC (Rs. 18,000- 56,900)	02 (01 UR & 01 SC)	एसएससी/10वीं कक्षा SSC/10 th Standard

ऊपर दर्शाई गई योग्यताओं के अतिरिक्त, कोई अन्य मान्यता प्राप्त योग्यता, जो निर्धारित योग्यता के समतुल्य हो, उस योग्यता के समतुल्य मानी जाएगी।

Apart from qualifications indicated above, any other recognized qualification, which is equivalent to the prescribed qualification, shall be treated at par with that qualification.

Job Requirements / Nature of Job:

- ❖ सेक्शन के रिकॉर्ड का भौतिक रखरखाव/Physical Maintenance of records of Section.
- ❖ सेक्शन की सामान्य सफाई और रखरखाव/General Cleanliness & Upkeep of the Section.
- ❖ फ़ाइलों और दस्तावेज़ों को दूसरे सेक्शन में ले जाना/Carrying of files & documents to other Sections.
- ❖ फोटोकॉपी करना, फैक्स भेजना, आदि/Photocopying, Sending FAX, etc.
- ❖ डाक पहुँचाना/Delivering the Dak.
- ❖ सेक्शन को खोलना और बंद करना/Opening & Closing the Section.
- ❖ अनुसंधान और विकास गतिविधियों में सहायता करना/Assisting in Research & Development activities.
- ❖ गेस्ट हाउस के रिकॉर्ड का फिजिकल रखरखाव/Physical Maintenance of records of Guest House.
- ❖ गेस्ट हाउस के शुल्क की वसूली और जमा करना/Collection and remittance of Guest House charges.
- ❖ कमरों की सामान्य सफाई और रखरखाव/General Cleanliness & Maintenance of Rooms.
- ❖ मेहमानों की शिकायतों, सवालों और ज़रूरतों पर ध्यान देना/Attending to Guest's complaints, queries and requirements.
- ❖ फ़र्नीचर आदि की धूल साफ़ करना/Dusting of furniture, etc.
- ❖ मेहमानों के लिए चाय/कॉफी तैयार करना और परोसना/Preparation and supply of Tea/Coffee to the Guests.
- ❖ ज़रूरत पड़ने पर, संबंधित व्यक्ति को शिफ्ट में काम करना पड़ सकता है/If required, incumbent may have to work in shift duties.
- ❖ बगीचों और हरे-भरे इलाकों का रखरखाव और देखभाल/Maintenance and upkeep of Gardens and Green spaces.
- ❖ पौधे लगाना और उनकी देखभाल करना, साथ ही बगीचे के कामों का रखरखाव करना, जैसे लॉन की घास काटना, बाड़ की छंटाई करना, खरपतवार हटाना और कचरा साफ़ करना/Planting, nurturing, and caring for plants, as well as maintenance of garden activities such as mowing lawns, trimming hedges, weeding, and clearing debris.
- ❖ पानी देना, खाद डालना और कीट नियंत्रण/Watering, Fertilizing & Pest Control.
- ❖ कार्य क्षेत्र के रिकॉर्ड और स्टॉक एंट्री का भौतिक रखरखाव/Physical Maintenance of records of Work area, stock entry.
- ❖ वाहनों का रखरखाव और देखभाल/Maintenance & Upkeep of vehicles.
- ❖ रखरखाव और मरम्मत का समय तय करना/Scheduling maintenance and repairs.
- ❖ गाड़ियों के रिकॉर्ड और लॉग बुक का प्रबंधन करना/Managing vehicles records and log books.
- ❖ काम का प्रबंधन और ज़िम्मेदारियों का बँटवारा/Managing and allocation of duties.
- ❖ गाड़ियों के बिल तैयार करने के लिए ऑफिस से संपर्क करना/Liaising with office for preparation of bills of Vehicles.
- ❖ फास्ट-टैग और इंश्योरेंस रिन्यूअल बिल की प्रोसेसिंग/Processing Fast-tag, Insurance renewal bills.
- ❖ ज़रूरत पड़ने पर ड्राइवर का काम करने पर, नियमों के अनुसार मानदेय पाने के पात्र होंगे/Performing Driver duties if required, in such cases eligible for honorarium as per Rules.
- ❖ सक्षम प्राधिकारी द्वारा समय-समय पर सौंपा गया कोई अन्य कार्य/Any Other work/job assigned from time to time by the Competent Authority.

1. Mode of Selection:

- A. निदेशक, सीएसआईआर-आईजीआईबी द्वारा गठित स्क्रीनिंग-सह चयन समिति की सिफारिशों के अनुसार पात्रता मानदंडों को पूरा करने वाले उम्मीदवारों को ओएमआर आधारित ऑब्जेक्टिव टाइप मल्टीपल चॉइस परीक्षा के लिए बुलाया जाएगा।
Candidates who fulfill the eligibility criteria as recommended by the Screening-cum Selection Committee duly constituted by the Director, CSIR-IGIB will be called for a OMR Based Objective Type Multiple Choice Examination.
- B. चयन समिति का फैसला अंतिम होगा और उम्मीदवारों पर बाध्यकारी होगा।
The decision of the Selection Committee will be final and binding on the candidates.
- C. अंतिम मेरिट सूची ओएमआर आधारित ऑब्जेक्टिव टाइप मल्टीपल चॉइस परीक्षा में उम्मीदवारों के प्रदर्शन के आधार पर तैयार की जाएगी।
The final merit list will be prepared based on the performance of the candidates in the OMR Based Objective Type Multiple Choice Examination.
- D. ओएमआर आधारित ऑब्जेक्टिव टाइप मल्टीपल चॉइस परीक्षा में एक पेपर होगा। अंतिम मेरिट लिस्ट इस पेपर में उम्मीदवारों द्वारा प्राप्त अंकों के आधार पर तैयार की जाएगी।
OMR Based Objective Type Multiple Choice Examination consists of one paper. The Final merit list will be prepared on the basis of marks obtained by the candidates in this paper.

Scheme of Examination for Multi-Tasking staff:

Mode of Examination		OMR Based Objective Type Multiple Choice Examination	
Medium of Questions		The questions will be set both in English and Hindi except the questions on English Language	
Standard of Exam		10 th (SSC)	
Total No. of Questions		100	
Total Time Allotted in paper-I		1 hour 30 minutes	
Subject for Paper-I	No. of Questions	Maximum Marks	Negative Mark
General Intelligence	25	75 (Three marks for every correct answer)	One negative mark for every wrong answer
Quantitative Aptitude	25	75 (Three marks for every correct answer)	One negative mark for every wrong answer
General Awareness	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer
English Language	50	150 (Three marks for every correct answer)	One negative mark for every wrong answer

नोट:

Note:

- उत्तरपुस्तिकाओं का मूल्यांकन एवं अंतिम योग्यता सूची:** अंतिम योग्यता सूची ओएमआर (OMR) आधारित वस्तुनिष्ठ बहुविकल्पीय परीक्षा में अभ्यर्थी द्वारा प्राप्त अंकों के आधार पर तैयार की जाएगी।
Evaluation of Papers and Final merit list: The final merit list will be prepared on the basis of the marks obtained by candidate in OMR Based Objective Type Multiple Choice Examination.
- बराबरी के मामलों का समाधान:** ऐसे मामलों का समाधान जिसमें दो या दो से अधिक उम्मीदवारों ने समान कुल अंक प्राप्त किए हैं, टाई को सीएसआईआर के पत्र संख्या 5-1(211)/2014-पीडी दिनांक 30.05.2023 के अनुसार हल किया जाएगा।
Resolution of Tie cases: Resolution of cases wherein two or more candidates have scored equal aggregated marks, the tie shall be resolved in accordance with CSIR Letter no.5-1(211)/2014-PD dated 30.05.2023.

2. Benefits under Council Service:

- A. These posts carry usual allowances i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as admissible to the central government employees and as made applicable to CSIR employees at the place of posting. Council employees are also entitled to accommodation according to the CSIR Residence Allotment Rules, 2022, subject to availability. If council or government accommodation is utilized, HRA will not be admissible.
- B. In addition to the emoluments indicated against each category of posts, benefits such as reimbursement of Medical Expenses, Leave Travel Concession and Children's Education Allowances etc. are also available as per CSIR/Govt. of India (GoI) Rules as applicable to the Council Servants.
- C. The selected candidates will be governed by the 'National Pension System' or Extant Pension System based on defined contributions as adopted by CSIR for its employees.
- D. In regard to all the matters concerning service conditions of employees of the Society, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extend applicable to the employees of Council.
- E. All the posts carry All India Service Liability (AISL) i.e. the candidate on selection may be asked to serve anywhere in the country.

3. Age Limit and Relaxation:

- A. The upper age limit shall be relaxed by 5 years for Scheduled Caste (SC), as per Government orders in force, only in respect of those cases where the post/ vacancies are reserved for respective categories.
- B. The SC candidates are required to produce original certificate in the prescribed format signed by the specified authority at the time of OMR Based Objective Type Multiple Choice Examination
- C. Candidates belonging to the reserved categories of SC must upload a scanned copy of their caste certificate with their applications. This certificate should be in the prescribed format and issued by the Competent Authority authorized to issue such certificates, such as the SDO, District Magistrate, or Deputy Commissioner, as specified by the Government of India.
- D. The SC certificates should be in the prescribed formats for appointment to posts under the Government of India (GoI).
- E. SC candidates are required to present the original certificate in the prescribed format, signed by the specified authority, as and when asked. Candidate must upload scanned copy of the requisite certificate along with online application. However, the claim of the candidate belonging to specific category will be regulated as per extant GoI guidelines on the subject.
- F. A candidate claiming to belong to the category of departmental candidate and thus seeking age relaxation under this para would be required to produce a Certificate issued after the date of advertisement from his/her Employer on the Office letter head to the effect that he/ she is regularly appointed and not on casual/ adhoc/ daily wages/ hourly paid/ contract basis employee.
- G. As per GoI provisions, age relaxation to Widows, Divorced Women and Women Judicially separated from Husbands who are not remarried, the upper age limit is relax able upto the age of 35 years [upto 40 years for members of Scheduled Castes. The persons claiming age relaxation under this sub-para would be required to produce following documentary evidence:
 - (i) In case of **Widows, Death Certificate** of her husband together with the Affidavit that she has not remarried since.
 - (ii) In case of divorced Women and Women judicially separated from their husbands, a certified copy of the judgment/decreed of the appropriate Court to prove the fact of divorce or the judicial separation, as the case may be with an **Affidavit in respect of divorced** women and they have not remarried since.
- H. Any other Age relaxation shall be applicable as per extent CSIR/GoI Isolated posts Recruitment Rules.
- I. Age relaxation for Ex-Servicemen for appointment to Group C posts will be applicable as per the orders of GoI from time to time. Only those candidates shall be treated as Ex-Servicemen who fulfil the revised definition as laid down in GoI, Ministry of Home Affairs, Department of Personnel and Administrative Reforms Notification No. 36034/5/85/Estt. (SCT) dated 27-10-1986 as amended from time to time.

Ex-Servicemen who have already secured employment in civil side under Central Government in Group C

posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are not eligible for claiming benefits of reservation under Ex-Servicemen category.

Note: For appointment to vacancies in any Group-C or Group-D posts in Central government, an ex-serviceman shall be allowed to deduct the period of actual military service from his/her actual age.

If the resultant age does not exceed the maximum age limit prescribed for the post for which he/she is seeking appointment by more than three years he/she shall be deemed to satisfy the condition regarding age limit.

- J. Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered /granted.
- K. All the age relaxations indicated above are not exhaustive. For detailed information of age relaxations, please refer the orders of CSIR/GoI.

4. **General Conditions:**

- A. The minimum age for applying is 18 years as on the last date for submission of online application i.e. 26.08.2026.
- B. The Applicant must be a citizen of India.
- C. The prescribed educational qualifications should have been obtained from recognized Board/Institutions/Universities.
- D. The date of determining the age limit/ qualifications shall be closing date prescribed for filling up online application, i.e., 26-08-2026.
- E. The decision of the Director, CSIR-IGIB in all matters relating to eligibility, acceptance or rejection of applications, conduct of CBT examination and not to fill up all or any of the posts will be final and binding on the candidates. No enquiry or correspondence shall be entertained in this regard from any individual. Further, in case of a claim for qualification as equivalent qualification, the candidate is required to produce order/letter in this regard by the Competent Authority.
- F. The number of vacancies indicated against each category is provisional and may vary either way at the time of selection. This advertisement does not necessarily tantamount to the selection being actually made. The selection process is subject to the CSIR/GoI instructions prevalent at a given point of time during various stages of selection process.
- G. Candidate should ensure that he/she possesses essential educational qualification for the post of Multi-tasking staff (non-technical) as per **Essential Educational Qualifications on page 02 (Two)** above, on the last date of filling of online application. Mere fulfilling the minimum essential qualification does not entitle the candidate to be called for OMR Based Objective Type Multiple Choice Examination.
- H. The screening of applications will be done on the basis of information furnished in the online application form by the applicants, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and CSIR-IGIB will NOT be responsible for any of the consequence of furnishing such wrong/false information.
- I. Documentary evidence such as letter of appointment, joining notification, pay certificate and Experience certificate for the period claimed as experience must be submitted. The experience certificate should clearly state the duration of experience indicating from & to date i.e. date of joining and date of relieving of various organizations / universities concerned as claimed by the candidate. Further, experience certificate must be issued by the authority competent to issue such certificates, with respect of the organization[s]/ institutes/ universities concerned.
- J. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for the post.
- K. The selected candidate will be on a probation for the period of **TWO YEARS** from the date of taking over charge of the post. The probationary period may be extended or curtailed at the discretion of the Competent Authority. After successful completion of probationary period, he/she will be considered for confirmation in accordance with the extant rules.
- L. The selected candidate will not be permitted to apply for appointment elsewhere during the probationary period and if they have applied for any post(s) in any other organization(s) before joining, they have to intimate the details of such applications, immediately on joining CSIR-IGIB.
- M. If any document/ certificate furnished is in a language other than Hindi or English, a translation in

Hindi or English of the same duly attested by a Gazetted Officer/Notary is to be uploaded.

- N. Applications from employees of Government Departments, Autonomous Bodies, Public Sector Undertakings and Government Funded Research Agencies will be considered only if the print out of online application is forwarded through **proper channel** (in addition to applying online), certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Applications routed through **proper channel** should reach **“The Administrative Officer, Room No. 106 (ISSH Building), CSIR-Institute of Genomics and Integrative Biology, South Campus, Mathura Road, Opposite Sukhdev Vihar Bus Depot, New Delhi – 110 025”** within 15 days from the last date of submission of online application. Such applications must be sent in an envelope super scribed **“APPLICATION FOR THE POST OF Multi-Tasking Staff”**. Those candidates who will submit NOC online (before closing the portal) from present employer will be considered.
- O. The services in the Council are liable for transfer to anywhere in India. CSIR-IGIB can transfer any employee from one Laboratory / Institute to another including their Extension/Field Centers in Public interest.
- P. Government/CSIR strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- Q. Only a single application will be entertained from each candidate. In case a candidate submits multiple online applications with different email IDs, only the latest completed application will be considered.
- R. Canvassing in any form and/or bringing in any influence political or otherwise will be treated as disqualification for the post.

5. How to Apply:

- A. योग्य उम्मीदवारों को संस्थान की वेबसाइट <https://www.igib.res.in> पर उपलब्ध “Opportunities → Permanent Position Open” पर उपलब्ध **Multi-Tasking Staff Advt. 2026** पर उपलब्ध लिंक “Apply Here” से ऑनलाइन आवेदन करना होगा।

Eligible candidates must apply online by clicking the “Apply Here” link provided in the **Multi-Tasking Staff Advt. 2026**, accessible under “Opportunities → Permanent Position Open” on the Institute's website <https://www.igib.res.in>.

- B. ऑनलाइन आवेदन प्रक्रिया के लिए कृपया संस्थान की वेबसाइट <https://www.igib.res.in> पर उपलब्ध “Opportunities → Permanent Position Open” पर उपलब्ध **Multi-Tasking Staff Advt. 2026** पर उपलब्ध लिंक “ऑनलाइन आवेदन कैसे करें” निर्देश देखें।

For the online application process, please refer to the instructions under the link “How to Apply Online” available on the **Multi-Tasking Staff Advt. 2026**, which can be accessed via “Opportunities → Permanent Position Open” on the Institute's website <https://www.igib.res.in>.

- C. यदि अभ्यर्थी के पास वैध ईमेल आईडी नहीं है, तो उसे ऑनलाइन आवेदन करने से पहले एक नई वैध ईमेल आईडी बनानी चाहिए तथा पूरी भर्ती प्रक्रिया के दौरान उसे सक्रिय रखना चाहिए।

If the candidate does not have a valid email id, he/she should create a new valid email ID before applying online and should be kept active during the entire recruitment process.

- D. आवेदन के उपर्युक्त चरणों की समय सीमाएं निम्नानुसार हैं:-

The deadlines for the above-mentioned stages of application are as follows:-

- i. **ऑनलाइन आवेदन हेतु पंजीकरण/शुल्क जमा करने की आरंभ तिथि: 27-07-2026 प्रातः 10:00 बजे से**
Start Date for Registration/fee submission for Online Application: 27-07-2026 at 10:00AM onwards

- ii. **ऑनलाइन आवेदन जमा करने की अंतिम तिथि: 26-08-2026 शाम 05:00 बजे**
Last Date for submission of Online application: 26-08-2026 at 05:00PM

- E. उम्मीदवारों को वेबसाइट पर उपलब्ध ‘शुल्क भुगतान प्रक्रिया’ के अनुसार **500/- रुपये** का आवेदन शुल्क देना होगा। अनुसूचित जाति/अनुसूचित जनजाति/महिला/दिव्यांग और भूतपूर्व सैनिक उम्मीदवारों के लिए कोई शुल्क देय नहीं है। निर्धारित शुल्क के बिना आवेदन पर विचार नहीं किया जाएगा और उसे तुरंत खारिज कर दिया जाएगा। ऐसी अस्वीकृति के खिलाफ किसी भी तरह के अभ्यावेदन पर विचार नहीं किया जाएगा।

Candidates are required to pay application fee of **Rs. 500/-** as per ‘Fee Payment Procedure’ available on the website. No fee is payable, for SC/ST/Women, PwBD & Ex-Servicemen candidates. Application without the prescribed fee will not be considered and summarily rejected. No representation against such rejection would be entertained.

- F. अभ्यर्थी को ऑनलाइन आवेदन में निर्दिष्ट स्थान पर अपना हाल का खींचवाया हुआ पासपोर्ट आकार का स्कैन किया हुआ रंगीन फोटोग्राफ, हस्ताक्षर तथा संबंधित प्रमाण पत्र, दस्तावेज अपलोड करने होंगे। कृपया सुनिश्चित करें कि अपलोड किए गए दस्तावेज सुपाठ्य हों। अस्पष्ट दस्तावेजों के साथ प्रस्तुत किए गए आवेदन अस्वीकार किए जा सकते हैं। ऐसी अस्वीकृति के विरुद्ध कोई अभ्यावेदन स्वीकार नहीं किया जाएगा।

Candidate is required to upload his/her recent passport size scanned color photograph, signature each and also relevant certificates, documents at the specified place in the online applications. Please ensure that uploaded documents are legible and readable. Applications submitted with illegible documents are liable to be rejected. No representation against such rejection would be entertained.

- G. जमा किए गए आवेदन वापस नहीं लिए जा सकते, और भुगतान की गई फीस किसी भी परिस्थिति में वापस नहीं की जाएगी। इसके अतिरिक्त, भविष्य की परीक्षाओं या चयनों के लिए फीस को आरक्षित नहीं रखा जा सकता।

Applications submitted cannot be withdrawn, and fees paid are non-refundable under any circumstances. Additionally, fees cannot be held in reserve for future examinations or selections.

- H. यदि बोर्ड, विश्वविद्यालय या संस्थान CGPA/SGPA/OGPA/DGPA/CPI ग्रेड आदि प्रदान करता है, तो उम्मीदवार को संबंधित बोर्ड/विश्वविद्यालय/संस्था द्वारा दिए गए फॉर्मूले का उपयोग करके इन्हें प्रतिशत में बदलना होगा। इसके अतिरिक्त, संबंधित बोर्ड/विश्वविद्यालय/संस्था द्वारा जारी रूपांतरण फॉर्मूले की प्रति ऑनलाइन आवेदन के साथ अपलोड करनी होगी। यदि ऑनलाइन आवेदन फॉर्म के साथ रूपांतरण फॉर्मूला एक ही पीडीएफ में जमा नहीं किया जाता है, तो आवेदन को अधूरा माना जाएगा।

If the Board, University, or Institute awards CGPA/SGPA/OGPA/DGPA/CPI grades etc., the candidate must convert these into a percentage using the formula provided by the concerned Board/University/Institution. Additionally, copy of the conversion formula issued by concerned Board/University/Institution must be uploaded along with online application. Failure to submit the conversion formula along with the online application form in a single PDF, if applicable, will result in the application being treated as incomplete.

- I. प्रत्येक उम्मीदवार से केवल एक ही आवेदन स्वीकार किया जाएगा। यदि कोई उम्मीदवार अलग-अलग ईमेल पत्तों का उपयोग करके कई ऑनलाइन आवेदन जमा करता है, **तो केवल सबसे हाल ही में पूरा किया गया आवेदन ही माना जाएगा।** उम्मीदवारों को अपने रिकॉर्ड के लिए आवेदन प्रिंट-आउट और किसी भी भुगतान विवरण की एक प्रति रखनी चाहिए, क्योंकि ये आवेदन की अंतिम तिथि के बाद उपलब्ध नहीं होंगे।

Only one application per candidate will be accepted. If a candidate submits multiple online applications for using different email addresses, **only the most recent completed application will be considered.**

Candidates should retain a copy of the application printout and any payment details for their records, as these will not be available after the deadline of the application.

- J. एक बार आवेदन पत्र जमा हो जाने के बाद, कोई और संशोधन या संशोधन की अनुमति नहीं दी जाएगी। कृपया इस संबंध में भविष्य के संचार के लिए इस पंजीकरण संख्या को संभाल कर रखें। उम्मीदवारों को जमा करने के बाद आवेदन की हार्ड कॉपी नहीं भेजनी चाहिए।

Once the application form is submitted, no further modifications or amendments will be permitted. Please keep this registration number for future communication in this regard. Candidates should NOT send a hard copy of the application after submission.

- K. किसी भी फर्जी या मनगढ़ंत आवेदन या पंजीकरण के मामले में, जिसमें किसी अन्य व्यक्ति के नाम या फोटो का दुरुपयोग किया गया हो, अभ्यर्थी और/या साइबर कैफे को उचित कानूनी कार्रवाई के लिए उत्तरदायी ठहराया जाएगा।

In the event of a fake or fabricated application or registration, that misuses the name or photo of any other person, the candidate and/or cyber café will be held accountable for appropriate legal action.

- L. वर्तमान में CSIR/सरकारी संगठनों/स्वायत्त निकायों/सांविधिक निकायों/विश्वविद्यालयों/पीएसयू आदि में नियमित कर्मचारी के रूप में कार्यरत उम्मीदवारों को अपने ऑनलाइन आवेदन के साथ अपने नियोक्ता से प्राप्त 'अनापत्ति प्रमाण पत्र' (NOC) अपलोड करना होगा। ऐसा न करने पर आवेदन अधूरा माना जाएगा।

Candidates currently working in CSIR/Government Organizations/Autonomous Bodies/Statutory Bodies/Universities/PSU etc., as regular employee, must upload a 'No Objection Certificate' (NOC) from their employer, along with their online application. Failure to do so will rendered the application as incomplete.

- M. उम्मीदवारों को सलाह दी जाती है कि वे नियमित रूप से वेबसाइट देखते रहें। इस विज्ञापन से संबंधित परिशिष्ट/शुद्धिपत्र और अद्यतन जानकारी के लिए कृपया हमारी वेबसाइट देखें: <https://www.igib.res.in>

Candidates are advised to check the website regularly. For addendum/corrigendum and updated

information regarding this advertisement, please visit our website: <https://www.igib.res.in>

- N. अभ्यर्थियों को कोई अलग से व्यक्तिगत सूचना/सूचना नहीं भेजी जाएगी। इसलिए अभ्यर्थियों को सलाह दी जाती है कि वे संस्थान की वेबसाइट को नियमित रूप से देखते रहें।

No separate individual information/intimation shall be sent to the candidates. Therefore, candidates are advised to keep visiting the Institute's website regularly.

- O. उम्मीदवारों को अलग से कोई कॉल लेटर नहीं भेजा जाएगा। सभी सूचनाएं और संचार उम्मीदवारों द्वारा आवेदन पत्र में दिए गए ईमेल के माध्यम से भेजे जाएंगे।

No separate call letters will be mailed to candidates. All notifications and communications will be sent via email provided by the candidates in the application form.

- P. आवेदक द्वारा ऑनलाइन आवेदन पत्र में दी गई कोई भी जानकारी उम्मीदवार के लिए बाध्यकारी होगी। यदि बाद में किसी भी चरण में प्रस्तुत की गई जानकारी या विवरण गलत पाया जाता है, तो वे अभियोजन और नागरिक परिणामों के लिए उत्तरदायी होंगे।

Any information provided by an applicant in their online application form will be binding on the candidate. They will be liable for prosecution and civil consequences if the information or details submitted are found to be false at any later stage.

नोट:

Note:

1. अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) आर्थिक रूप से कमजोर वर्ग (ईडब्ल्यूएस) तथा अनुसूचित जनजाति (एसटी) श्रेणी से संबंधित उम्मीदवारों को आयु सीमा में कोई छूट प्रदान नहीं की जाएगी और उन्हें सामान्य (अनारक्षित) श्रेणी के अंतर्गत ही अपना आवेदन प्रस्तुत करना होगा। हालांकि, अनुसूचित जनजाति के उम्मीदवार फीस छूट (Fee Waiver) खंड के तहत 'ST' श्रेणी का चयन करके निर्धारित आवेदन शुल्क में छूट का लाभ उठा सकते हैं, जिसके लिए उन्हें आवेदन के साथ भारत सरकार द्वारा निर्धारित प्रपत्र में अपना जाति प्रमाणपत्र अपलोड करना अनिवार्य होगा।

Candidates belonging to Other Backward Classes (Non-Creamy Layer), Economically Weaker Sections, and Scheduled Tribe categories will not be granted any age relaxation and must submit their applications under the **General (Unreserved)** category. However, Scheduled Tribe candidates can avail a **fee waiver** from the prescribed application fee by selecting the 'ST' category under the Fee Waiver section, for which they must upload their caste certificate in the format prescribed by the Government of India along with the application.

2. आवेदकों को निर्देशों का कड़ाई से पालन करने की सलाह दी जाती है। ऑनलाइन आवेदन में प्रस्तुत की गई जानकारी को आगे की प्रक्रिया के लिए अंतिम माना जाएगा। ऑनलाइन आवेदन के सत्यापन नियम और संरचना (डिजाइन) विज्ञापन में उल्लिखित आवश्यकताओं पर आधारित हैं, और इस संबंध में किसी भी अभ्यावेदन पर विचार नहीं किया जाएगा। उम्मीदवारों को विज्ञापन को ध्यान से पढ़ना चाहिए और आवेदन पोर्टल पर उपलब्ध "आवेदन कैसे करें" अनुभाग का संदर्भ लेना चाहिए। ऑनलाइन आवेदन जमा करना इस बात की गारंटी नहीं देता है कि उम्मीदवार विज्ञापन में निर्दिष्ट सभी पात्रता मानदंडों को पूरा करता है। आवेदन बाद की संवीक्षा (जांच) के अधीन है और बाद के चरणों में किसी भी प्रकार की अयोग्यता पाए जाने पर उन्हें अस्वीकार किया जा सकता है। आरक्षित पदों पर नियुक्तियाँ अनंतिम होंगी, जो उचित माध्यम से जाति प्रमाण पत्र के सत्यापन के अधीन होंगी। यदि सत्यापन से यह स्पष्ट होता है कि अनुसूचित जाति (एससी) की स्थिति का उम्मीदवार का दावा गलत है, तो बिना कोई कारण बताए और आगे की कानूनी कार्यवाई के पूर्वग्रह के बिना उनकी सेवाएं तत्काल समाप्त कर दी जाएंगी।

Applicants are advised to strictly adhere to the instructions. The information submitted in the online application will be treated as final for further processing. The validation rules and design of the online application are based on the requirements mentioned in the advertisement, and no representations in this regard will be entertained. Candidates must read the advertisement carefully and refer to the "How to Apply" section available on the application portal. Submission of an online application does not guarantee that the candidate fulfills all the eligibility criteria specified in the advertisement. Applications are subject to subsequent scrutiny and may be rejected if any disqualification is detected at later stages. Appointments against reserved posts will be provisional, pending verification of the caste certificate through proper channels. If the verification reveals that the candidate's claim to Scheduled Caste (SC) status is false, their services will be terminated forthwith without assigning any reason and without prejudice to further legal action.

6. ऑनलाइन आवेदन पत्र के साथ निम्नलिखित दस्तावेज अपलोड किए जाने चाहिए:

Following Documents must be uploaded along with online application form:

- A. नवीनतम पासपोर्ट आकार का रंगीन फोटोग्राफ उचित स्थान पर अपलोड किया गया।
Recent passport size color photograph uploaded at appropriate place.
- B. अभ्यर्थी का हस्ताक्षर उचित स्थान पर अपलोड किया गया।
Signature of the candidate uploaded at appropriate place.
- C. नाम और जन्म तिथि के समर्थन में मैट्रिकुलेशन/10वीं कक्षा या समकक्ष अंकतालिका/जन्म तिथि दर्शाने वाला 10वीं प्रमाण पत्र या जन्म तिथि दर्शाने वाला 10वीं स्कूल छोड़ने का प्रमाणपत्र।
Copy of Matriculation/10th Standard or equivalent mark sheet/10th certificate indicating Date of Birth or 10th School leaving certificate indicating Date of Birth in support of Name and Date of Birth.

- D. उम्मीदवारों को रुपये 500/- का गैर-प्रतिदेय (Non-refundable) आवेदन शुल्क जमा करना अनिवार्य है, जो (जहाँ लागू हो)। आवेदन शुल्क को सीएसआईआर-आईजीआईबी (CSIR-IGIB) के ऑनलाइन भर्ती पोर्टल पर उपलब्ध **SBI Collect** के माध्यम से जमा किया जा सकता है तथा SBI Collect की ई-रसीद की प्रति ऑनलाइन आवेदन पत्र के साथ अपलोड करना आवश्यक है। जबकि अनुसूचित जाति (SC), अनुसूचित जनजाति (ST), दिव्यांगजन (PwBD), महिला एवं भूतपूर्व सैनिक (Ex-Servicemen) श्रेणी के उम्मीदवारों को इस आवेदन शुल्क के भुगतान से छूट प्रदान की गई है, तथा बिना निर्धारित शुल्क (जहाँ लागू हो) के प्राप्त आवेदनों को बिना किसी सूचना के निरस्त (Reject) कर दिया जाएगा।

Candidates are required to pay a non-refundable application fee of ₹500/- (wherever applicable). The application fee may be deposited through SBI Collect, available on the CSIR-IGIB online recruitment portal, and a copy of the SBI Collect e-receipt must be uploaded along with the online application form. Candidates belonging to the Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Benchmark Disabilities (PwBD), Women and Ex-Servicemen categories are exempted from payment of the application fee. Applications received without the prescribed application fee, wherever applicable, shall be rejected without any notice.

नोट: उम्मीदवारों को सलाह दी जाती है कि आवेदन शुल्क (जहाँ लागू हो) की SBI Collect की ई-रसीद की प्रति को ही अपलोड करें तथा ऑनलाइन फॉर्म में जहाँ SBI Collect Reference Number or SBI Collect Receipt Number दर्ज करना हो, वहाँ सिर्फ SBI Collect Reference Number or SBI Collect Receipt Number ही दर्ज करना है, जोकि उम्मीदवारों द्वारा SBI Collect द्वारा शुल्क जमा करने के पश्चात SBI Collect की रसीद में होगा, जोकि कुल 10 अकों का होगा, जिसमें तीन अंक Alphabetic तथा 7 अंक Numerical होंगे।

Note: Candidates are advised to upload only a copy of the SBI Collect e-receipt for the application fee (wherever applicable). Further, in the online application form, wherever the SBI Collect Reference Number or SBI Collect Receipt Number is required to be entered, candidates should enter only the SBI Collect Reference Number or SBI Collect Receipt Number mentioned on the SBI Collect receipt generated after successful payment of the application fee through SBI Collect. The said number shall be a 10-character alphanumeric number comprising three alphabetic characters and seven numerical digits.

- E. यदि लागू हो तो निर्दिष्ट अधिकारी द्वारा जारी भारत सरकार (जीओआई) प्रारूप में अनुसूचित जाति की प्रमाणपत्र की प्रतिलिपि।
(संलग्न अनुलग्नक- II के अनुसार)

Copy of Scheduled Caste in the prescribed Government of India (GoI) format issued by the specified authority, if applicable. (as per attached Annexure-II)

- F. आवश्यक योग्यता की प्रतिलिपि।
Copy of Essential Educational Qualification.
- G. अन्य शैक्षिक योग्यता प्रमाण पत्रों की प्रतिलिपि।
Copy of other educational qualifications certificates.

- H. भूतपूर्व सैनिक का प्रमाण (अर्थात सेवामुक्ति प्रमाण पत्र) यदि लागू हो।
Proof of ex-servicemen (i.e. discharge certificate) if applicable.

- I. **किसी अन्य सहायक दस्तावेज** के अंतर्गत निम्नलिखित को एकल पीडीएफ में अपलोड करें:

Upload the following under **any other supporting documents** in single PDF:

- i. उम्मीदवार / माता-पिता (यदि लागू हो) के नाम में परिवर्तन / नाम में बेमेल / नाम में भिन्नता के समर्थन में उपयुक्त प्राधिकारी से राजपत्र अधिसूचना / शपथ पत्र की प्रति।

Copy of Gazette Notification / Affidavit from appropriate authority in support of change of name / mismatch in name / variation in name of candidate / parents (if applicable).

- ii. विधवा, तलाकशुदा या न्यायिक रूप से अलग रह रही महिलाओं के लिए उचित न्यायालय के निर्णय/डिक्री की प्रति, तलाक या न्यायिक अलगाव की स्थिति को सत्यापित करने के लिए, यदि लागू हो। इसके अतिरिक्त, एक

हलफनामा जिसमें पुष्टि की गई हो कि ऐसे उम्मीदवार ने दोबारा शादी नहीं की है।

Copy of the judgement / decree from the appropriate court of law for widow, divorced, or judicially separated women, to verify the status of divorce or judicial separation, if applicable. Additionally, an affidavit confirming that such candidate has not remarried.

- iii. सीएसआईआर / सरकारी संगठनों / स्वायत्त निकायों / सांविधिक निकायों / विश्वविद्यालयों / सार्वजनिक उपक्रमों आदि में नियमित कर्मचारी के रूप में कार्यरत उम्मीदवारों के लिए नियोक्ता से अनुलग्नक- I के अनुसार 'अनापत्ति प्रमाणपत्र' (एनओसी) की प्रति, यदि लागू हो।

Copy of the 'No Objection Certificate' (NOC), if applicable, as per Annexure-I from the employer for candidates currently working as regular employee in CSIR/ Government Organizations/ Autonomous Bodies/ Statutory Bodies/ Universities/ PSUs etc.

- iv. आवेदन में किए गए दावे(ओं) के समर्थन में कोई अन्य प्रासंगिक प्रमाणपत्र, जैसा लागू हो।

Any other relevant certificates in support of the claim(s) made in the application, as applicable.

Note 1: अपलोड किए गए दस्तावेज/ प्रमाणपत्र सुपाठ्य होने चाहिए।

The documents/ certificates uploaded must be legible.

Note 2: आवश्यक दस्तावेजों के बिना प्राप्त आवेदनों को अपूर्ण मानकर तुरंत अस्वीकार कर दिया जाएगा।

Applications without the required document(s) will be considered as incomplete will be summarily rejected.

Note 3: अभ्यर्थियों को उचित समय पर मूल दस्तावेज तथा उनकी स्व-सत्यापित फोटोप्रतियां साथ लाने को कहा जाएगा।

Candidates will be asked to bring the documents in original along with the self- attested photocopies at an appropriate time.

Note 4: पात्रता, आवेदनों की स्वीकृति या अस्वीकृति, चयन का तरीका और ओएमआर आधारित वस्तुनिष्ठ प्रकार की बहुविकल्पीय परीक्षा के संचालन से संबंधित सभी मामलों में नियुक्ति प्राधिकारी का निर्णय अंतिम होगा और उम्मीदवारों पर बाध्यकारी होगा।

The decision of the Appointing Authority in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of OMR Based Objective Type Multiple Choice Examination will be final and binding on the candidates.

सीएसआईआर-आईजीआईबी ऑनलाइन माध्यम से विवरण प्रस्तुत करने में किसी भी विसंगति के लिए जिम्मेदार नहीं है। इसलिए, आवेदकों को निर्देशों का सख्ती से पालन करने की सलाह दी जाती है। आवेदक द्वारा प्रस्तुत विवरण को अंतिम माना जाएगा और आवेदन की आगे की प्रक्रिया केवल इन विवरणों के आधार पर होगी। विज्ञापन में दिए गए निर्देशों को ध्यान से पढ़े बिना किसी भी पत्राचार के माध्यम से किए गए निरर्थक अभ्यावेदन/स्पष्टीकरण पर विचार नहीं किया जाएगा।

CSIR-IGIB is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/ clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

किसी भी अंतरिम जांच या पत्राचार पर विचार नहीं किया जाएगा

No interim Enquiry or Correspondence will be entertained

-sd-

Controller of Administration
प्रशासन नियंत्रक

FORMATS FOR CERTIFICATES:

- Annexure: I** Format of 'NO OBJECTION CERTIFICATE' from the employer of candidate currently working as regular employee in CSIR/ Government Organizations /Autonomous Bodies /Statutory Bodies/ Universities/ Public Sector Undertakings etc.
- Annexure: II** The Form of Certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India.



**FORMAT OF 'NO OBJECTION CERTIFICATE' FROM THE EMPLOYER OF CANDIDATE
CURRENTLY WORKING AS REGULAR EMPLOYEE IN CSIR/ GOVERNMENT ORGANISATIONS
/AUTONOMOUS BODIES /STATUTORY BODIES/ UNIVERSITIES/ PUBLIC SECTOR
UNDERTAKINGS etc.**

(Letter Head of the Institution/Issuing Authority)

No.

Date: [DD/MM/YYYY]

No Objection Certificate for Applying to Advertisement No. [Advertisement Number]

This is to certify that Dr./Mr./Ms. [Full Name of Employee], [Designation], is a permanent/regular employee of this department/organization and has been serving in the capacity of [Current Position] since [Joining Date].

This department/organization has no objection to his/her applying for the position advertised vide Advt. No. [Advertisement Number] dated [Advertisement Date] for the position of [Post Code/Position]. This department/organization has no objection to Dr./Mr./Ms. [Employee's Name] participating in the selection process or being considered for the aforementioned employment in the new position.

It is also certified that Dr./Mr./Ms. [Full Name of Employee] is not currently undergoing any penalties under the applicable conduct rules and Dr./Mr./Ms. [Full Name of Employee] is neither under suspension, nor any vigilance, disciplinary, or criminal cases is pending against him/her as of the date of issuance of this certificate.

This certificate is issued at the request of the applicant for the purpose of applying to the said advertisement.

Place:

सौरभ आर्इआर
CSIR
भारत का नवाचार इंजन
The Innovation Engine of India

INSTITUTE OF GENOMICS
& INTEGRATIVE BIOLOGY

Genomics Knowledge Partner

For [Name of Department/Organization],

[Signature of Issuing Authority]

[Name of Issuing Authority]

[Designation of Issuing Authority]

[Official Seal/Stamp]

[Contact Information]

[Department/Organization Address]

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*..... Son/daughter* of
..... of village/town*..... in District/Division*
..... of the State/Union Territory*..... belongs to the
..... caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* under:-

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 @ The Constitution (Dadar and Nagar Haveli) Schedule Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Scheduled Caste) Order (Amendment) Act 2007

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another,

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribe certificate issued to Shri/Shrimati*..... Father/ Mother of Shri/ Shrimati/ Kumari*
..... of village/town*/Territory** in
District/ Division*..... of the State/ Union Territory*
who belong to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the..... dated.....

% 3. Shri/Shrimati/Kumari*.....and/or* his/her* family
ordinarily resides in village/town* of
District/Division* of the State/Union Territory*

Signature.....
**Designation.....

(With Seal of Office) State/Union Territory*

Place:.....

Date:.....

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note: सीएसआईआर

ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICE.